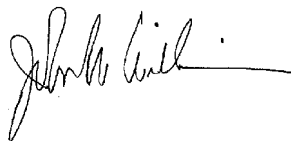


For: FSA Offices

FSA Travel Policies and Procedures

Approved by: Deputy Administrator, Management



1 Using Travel Management Desk Reference Guide

A

Background

The Federal Travel Regulation and Agriculture Travel Regulation govern official travel for both FSA Federal and non-Federal County Office employees and also form the basis for Agency travel management policies and procedures contained in the Travel Management Desk Reference Guide.

The Travel Management Desk Reference Guide shall be used by all FSA employees who conduct official travel.

The Travel Management Desk Reference Guide has been revised to include County Office travel procedures in 115-FI (Rev. 3). The revised Travel Management Desk Reference Guide is scheduled to be released soon. Because of this consolidation, the County Office travel procedures in 115-FI (Rev. 3) are obsolete.

B

Purpose

This notice informs FSA offices that effective immediately:

- 115-FI (Rev. 3) is obsolete
- the Travel Management Desk Reference Guide shall be the basis for Agency travel management policy and procedures.

Continued on the next page

Disposal

October 1, 2001

Distribution

All FSA Offices; State Offices relay to County Offices

Notice FI-2459

1 Using Travel Management Desk Reference Guide (Continued)

C

Accessing the Electronic Version

An electronic version of the Travel Management Desk Reference Guide may be accessed as follows:

- National Office employees may e-mail:

“POC_Travel”

Subject: Travel_DeskTop_Reference”.

Note: A WordPerfect file will be returned by e-mail.

- Kansas City Field Office and State and County Office employees may access BBS under the travel library.
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D

Contacts

If there are any questions about this notice, contact the following.

Employee	Contact
County Office	State Office
State Office	EDSO
All Others	FMD travel unit at 703-305-1408
